

United States District Court Eastern District of Michigan

FILING YOUR LAWSUIT IN FEDERAL COURT



Prepared by the Office of the Clerk
United States District Court
231 W. Lafayette Street
Detroit, MI 48226-2797
313-234-5005

The Different Kinds of Courts

You may be aware that there are both federal courts and state courts.

In Michigan, state courts are divided by county, and enforce state and municipal laws. Each Michigan county has a County Circuit Court, which decides issues brought under the laws of this state. That includes family disputes, probate, broken contracts and matters brought under the State Constitution. Also, every city has a District Court, which decides municipal matters (traffic tickets, landlord-tenant, zoning, etc.) Although the Michigan state courts must enforce the federal Constitution and laws, most of the cases they decide involve the constitution and laws of the state.

Federal courts are established by the U.S. government to decide disputes concerning the federal Constitution and laws passed by Congress. Our state has two federal courts, the Eastern District of Michigan and the Western District of Michigan. The Eastern District covers the eastern half of the lower peninsula. The Western District covers the rest of the state.

What kinds of cases are filed in U.S. District Court?

There are three types of cases filed in U.S. District Courts:

1. Cases where the United States government is a party.

Lawsuits for social security or veterans benefits are among those that would be filed in a federal court. Also, cases against any federal agency, like the Postal Service or Internal Revenue Service.

2. Cases brought under federal statutes.

U.S. District court is limited to hearing the specific types of cases described in the Constitution or specifically provided for by Congress. Federal laws can cover issues not addressed by state laws, such as interstate commerce, damages at sea, labor laws, environmental matters, agriculture, certain tax matters and many other laws. Also, federal laws can duplicate state laws, such as in civil rights protections.

3. Cases where the parties reside in different states.

These types of matters are called "diversity cases." In a diversity case, if you live in Michigan and you are suing someone in another state, the Judge will decide which U.S. District Court is most appropriate to hear your case. This is called the "venue." In deciding the proper venue, the judge will consider where the case was filed, where the majority of the parties are located, where the witnesses reside, where the actual damage was done and other issues. A rule of thumb is that the case will be heard at the Court closest to the defendant. But the judge has a lot of latitude.

Diversity cases must claim a minimum of \$75,000 in damages. If your

Before you file, please consider:

Rule 11 of the Federal Rules of Civil Procedure prohibits the filing of lawsuits that are clearly frivolous or filed just to harass someone.

If the court determines that you have filed a lawsuit for an improper or unnecessary reason, it may impose sanctions against you, including ordering that you pay any legal fees of the party that you sued.

Should I file in State Court or Federal Court?

If you are suing someone based on a violation of a federal statute, for example the Americans with Disabilities Act, you would file your case in U.S. District Court.

However, state laws and federal laws sometimes overlap each other. For example, Michigan's Elliott-Larsen Civil Rights Act offers protections to citizens similar to federal civil rights statutes. In other words, you can file a civil rights case in either federal court or Michigan state court. To choose which court would be best, you need to look at other things:

- Where will the jury come from?
- How long will it take for your case to get to trial?
- What are the fees involved in each court?

In State court, your jury will be picked from citizens residing in the county where the case was filed. In federal court, the jury will be selected from a pool of people who reside throughout the eastern half of the lower peninsula. Also, the typical U.S. District Court case takes about a year to litigate. Michigan's state courts have different timelines. It may be worth your time to do some research.

ATTORNEYS

You have the right to represent yourself. You do not have to have an attorney.

If you are representing yourself, the Court may show you some extra consideration. The Judge will still expect you to state your case clearly, to make all your deadlines, and follow our filing procedures.

If you can afford to hire your own attorney, but don't know of any, you might consider contacting the **Detroit Bar Association's Referral Service**. That program will tell you which Bar Association members practice the type of law that you need help with. The number to the Detroit Bar Association is **313-961-3545**.

Where can I do legal research?

Wayne State University, the University of Michigan and the University of Detroit-Mercy Law School libraries are open to the public, although they will not let you check out material unless you are a student.

Some college libraries have law-related collections, including Henry Ford, Oakland and Macomb Community Colleges; Oakland and Madonna Universities and Walsh College. These collections are not as extensive as you would find at a law school library.

The public libraries in Dearborn, Detroit, Farmington, Flint, Southfield and Port Huron maintain law-related collections, too.

Will the Court appoint a lawyer to represent me?

If you would like an attorney, and cannot afford to hire one, the Court may appoint an attorney to represent you. To ask the Court to appoint a lawyer, please fill out an **Application for Appointment of Counsel** form, available in the Clerk's Office.

The Judge bases the decision to appoint an attorney on two items: your financial situation and the merits of your case.

Where can I get free legal advice?

If you cannot afford an attorney, but need legal advice, there are a number of agencies that can help you:

Detroit Legal Services Clinic	313-961-6120, Ext. 206
Immigration Legal Services/Archdiocese of Detroit	313-237-4646
Lakeshore (Macomb County) Legal Aid	810-469-5185
Port Huron Office	810-985-5107
Caro Office	989-673-5651
Legal Services of Eastern Michigan	
Bay County Office	989-893-0231
Genesee County Office	810-234-2621
Midland County Office	989-832-7987
Saginaw County Office	989-755-4465
Legal Services of Southern Michigan (Jackson)	517-787-6111
Monroe/Lenawee County Office	734-241-8310
Washtenaw County Office	734-665-6181
Legal Hotline for Michigan Seniors	517-372-5959
Oakland/Livingston Legal Aid (Pontiac)	248-456-8861
Howell Office	517-546-8555
Salvation Army Legal Aid Clinic	313-961-2201
State Bar of Michigan Lawyer Referral Service	800-968-0738
For counties with no local referral service program	
University of Detroit-Mercy Urban Law Clinic	313-596-0262
University of Michigan Law School Clinic	734-763-4319
Wayne County Neighborhood Legal Services	313-831-3000

How do I file a lawsuit?

If you have decided to file your lawsuit in U.S. District Court, you will need to file a **complaint** in the Clerk's Office.

What is the filing fee? Can it be waived?

The fee to file a complaint is \$150.00. There are no other fees involved.

If you do not have the \$150.00, you may apply to have the fee waived. Ask the Clerk for an **Application to Proceed Without Prepayment of Fees**. That form is a financial affidavit, where you list your income and expenses.

What is a complaint?

The complaint is a document telling the judge who you are suing, what your case is about and what you want the court to do about it. You may write your own complaint, or use a form available in the Clerk's Office.

Make your complaint clear and understandable. This is the time to go into as much detail as you can. Don't be overly brief, and expect to tell the Judge the details of your case later. Do it now. *The judge can dismiss your case if you do not go into detail. The Judge **has** to understand what your issues are.*

Along with the **complaint**, you will need to fill out some other forms, which you can get from the Clerk's Office:

- 1) A **Civil Cover Sheet**, which asks some statistical information about your case. Directions for filling out a civil cover sheet are on page 7.
- 2) A **summons**, a form that lets people know that you are suing them. Directions for filling out a summons are on page 8.

The above forms **must** be filed with any lawsuit. Some additional, voluntary forms are:

- 3) An **Application to Proceed without Prepayment of Fees**, if you are unable to pay the filing fee of \$150.00, and
- 4) An **Application for Appointment of Counsel**, if you wish the court to appoint a lawyer to represent you.

When your paperwork is completely filled out, file it with the Clerk's Office.

When you're ready to file your complaint

When you have your paperwork ready, please come to the Clerk's Office on the fifth floor of the Theodore Levin U.S. Courthouse in Detroit. (Or, if more convenient, you may file at our offices in Ann Arbor, Flint or Bay City.)

U.S. District Court offices:

231 W. Lafayette
Fifth Floor
Detroit, MI 48226
(313) 234-5005

200 E. Liberty
Room 120
Ann Arbor, MI 48107
(734) 741-2380

1000 Washington Avenue
Room 304, P.O. Box 913
Bay City, MI 48707
(989) 894-8800

600 Church Street
Room 140
Flint, MI 48502
(810) 341-7840

What happens when I come to the Clerk's Office?

When you come to the Clerk's office, you will need to bring with you the following paperwork:

- 2 **civil cover sheets**,
- 2 **summonses** for each defendant,
- 2 **complaints** *PLUS* 1 copy for each defendant (So, if you are suing two people, you would need four copies, total)
- 2 **Applications to Proceed without Prepayment of Fees** *IF* you are asking the court to waive the \$150.00 filing fee, or the filing fee, if you are not asking the court to waive fees, and
- 2 **Applications for Appointment of Counsel** *IF* you are asking the court to appoint a lawyer to represent you.

The clerk assisting you will review your paperwork to make sure we have everything we need. He or she will make sure that all of the questions have been answered on the forms and that you have enough copies. If everything is in order, and you are paying the filing fee, the clerk will:

- file-stamp your documents,
- assign a case number and judge,
- sign your summons forms, and
- write you a receipt for the \$150 filing fee

If you are asking that the filing fee be waived, the clerk will:

- stamp "received" on your complaint (it cannot be marked "filed" until the judge agrees to waive the fee), and
- assign a case number and judge

The clerk will then send the paperwork to the judge, who will rule on whether or not to waive the fee. If the judge waives the fee, the clerk will then file-stamp your documents, sign the summonses and, if the judge orders, arrange for the complaint to be served on the defendants.

If the judge declines to waive the fee, the clerk will mail all of your paperwork back to you, with a letter saying that, if you would like the case filed, you will need to pay the filing fee.

How Do I Fill Out the Civil Cover Sheet?

The **Civil Cover Sheet** asks some statistical information about your case. It looks much more complicated than it is, because of all the options you can check off. It is broken down into eight sections:

Section I

- a. asks the name of the plaintiff and the defendant.
- b. asks for the counties where the parties are located. We need to know this in order to help us assign the case to the right office.
- c. asks for the name, address and telephone number of the attorney handling your case. Since you are acting as your own attorney, please indicate that information about you.

Section II - ***Basis of Jurisdiction***, asks why you are filing this case in U.S. District Court. There are only four reasons, as outlined on page one of this booklet. Please indicate the one item that best says why your case is being filed in federal court.

Section III - ***Citizenship of Principal Parties***, is used *only if you indicated "Diversity" in section II*. Pick one box that says where the plaintiff is located and one box to show where the defendant is located.

Section IV - ***Origin***, gives 7 options. You will most likely choose option one, "original proceeding." That means that you are filing a new lawsuit. The other options are easy to understand.

Section V - ***Nature of Suit***, says very generally what your case is about. Please check one box only.

Section VI - ***Cause of Action***, asks for a brief statement telling us what your case is about. Something like, "I am suing my employer for violating my civil rights for not promoting me." You can ignore the part that asks you to cite a civil statute.

Section VII is pretty easy to understand. Put down the dollar amount you requested in the complaint, and check if you demanded a jury.

Section VIII asks if there are any related cases. If you sued the same defendants in this or any other court, write down the name of the Judge and the case number. Please date and sign the form where it says, "Signature of Attorney of Record."

The back of the form asks two questions about your case. If you have never sued these defendants before, the answer to both questions would be "no."

About Summonses

The summons form is pretty easy to fill out. Just remember that, in the box that asks for the name and address of the defendant being served, you can only put down one name - the party you are suing - and their address. If you are suing more than one person, each individual defendant gets his/her own summons. The Clerk's Office cannot issue summonses without this information.

Remember, each defendant gets his or her own summons. Do not indicate more than one party and address on a summons form. We should be able to look at your completed summons form and see exactly which part is going to receive it.

In the space that gives the defendants the number of days they have to answer, please write in, "20." If you are suing the United States government, enter "60."

What Happens After My Case is Filed?

You need to let the people you are suing know that you are suing them. You do this by having the deputy clerk sign and seal a summons form. You then serve that form, along with a copy of your complaint, on the defendants. The rules say that you can mail the summons, or it can be served personally by anyone who is not a party and is at least 18 years old.

If the filing fee was waived, the Court may arrange for your defendants to be served.

Please remember that when you file documents in your case, you must send or bring **an original and a copy** of the document to the court. You will also need to serve your defendants.

If you are suing the United States Government:

The Federal Rules say that when you sue the U.S. government, you will need to serve summonses on three separate parties. They are:

The head of the agency you are suing
The United States Attorney in Detroit
The United States Attorney General in Washington

Even if you are suing a local government agency, you need to serve that office's headquarters, usually in Washington, D.C. For example, if you were injured at a local Post Office, you would actually serve the Postmaster General in Washington, **not** the local Post Office.

Your summonses should be directed to:

Office of the Attorney General
Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530

United States Attorney
211 W. Fort Street
Suite 2300
Detroit, MI 48226

The head of the federal agency that you are suing.
Some frequently named defendants include:

Commissioner of Social Security
Office of the General Counsel
6401 Security Boulevard, Room 611
Baltimore, MD 21235

U.S. Postmaster General
475 L'Enfant Plaza, S. W.
Washington, D.C. 20260-0010

Secretary, Department of Treasury
1500 Pennsylvania Ave., N.W.
Washington, D.C. 20260-0010

If you need an address not shown here, you can get help from the Federal Information Center, (800) 688-9889.

CIVIL COVER SHEET COUNTY IN WHICH THIS ACTION AROSE: _____

The JS-44 civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Judicial Conference of the United States in September 1974, is required for use of the Clerk of Court for the purpose of initiating the civil docket sheet.

I. (a) PLAINTIFFS**DEFENDANTS**

(b) County of Residence of First Listed _____

County of Residence of First Listed _____

NOTE: IN LAND CONDEMNATION CASES, USE THE LOCATION OF THE
LAND INVOLVED.

(C) Attorney's (Firm Name, Address, and Telephone Number) _____

Attorneys (If Known) _____

11. BASIS OF JURISDICTION (Place an "X" in One Box Only)

- ☐ 1 U.S. Government Plaintiff
- ☐ 2 U.S. Government Defendant
- ☐ 3 Federal Question (U.S. Government Not a Party)
- ☐ 4 Diversity (Indicate Citizenship of Parties in Item 111)

III. CITIZENSHIP OF PRINCIPAL PARTIES (Place an "X" in One Box for Plaintiff and One Box for Defendant)

- (For Diversity Cases Only)
- Citizen of This State PLA 1 DEF 1 Incorporated or Principal Place of Business In This State PLA 4 DEF 4
- Citizen of Another PLA 2 DEF 2 Incorporated and Principal of Business In Another State PLA 5 DEF 5
- Citizen or Subject of a Foreign Country PLA 3 DEF 3 Foreign Nation PLA 6 DEF 6

IV. NATURE OF SUIT (Place an "X" in One Box Only)

CONTRACT	TORTS	FORFEITURE/PENALTY	BANKRUPTCY	OTHER STATUTES
<input type="checkbox"/> 110 Insurance	PERSONAL INJURY	<input type="checkbox"/> 610 Agriculture	<input type="checkbox"/> 422 Appeal 28 USC 158	<input type="checkbox"/> 400 State Reapportionment
<input type="checkbox"/> 120 Marine	<input type="checkbox"/> 310 Airplane	<input type="checkbox"/> 620 Other Food & Drug	<input type="checkbox"/> 423 Withdrawal 28 USC 157	<input type="checkbox"/> 410 Antitrust
<input type="checkbox"/> 130 Miller Act	<input type="checkbox"/> 315 Airplane Product Liability	<input type="checkbox"/> 625 Drug Related Seizure of Property 21: 881	PROPERTY RIGHTS	<input type="checkbox"/> 430 Banks and Banking
<input type="checkbox"/> 140 Negotiable Instrument	<input type="checkbox"/> 320 Assault Libel And Slander	<input type="checkbox"/> 630 Liquor Laws	<input type="checkbox"/> 820 Copyrights	<input type="checkbox"/> 450 Commerce/ICC
<input type="checkbox"/> 150 Recovery of Overpayment and Enforcement of Judgment	<input type="checkbox"/> 330 Federal Employers' Liability	<input type="checkbox"/> 640 R.R. & Truck	<input type="checkbox"/> 830 Patent	<input type="checkbox"/> 460 Deportation
<input type="checkbox"/> 151 Medicare Act	<input type="checkbox"/> 340 Marine	<input type="checkbox"/> 650 Airline Regs.	<input type="checkbox"/> 840 Trademark	<input type="checkbox"/> 470 Racketeer Influenced & Corrupt Organizations
<input type="checkbox"/> 152 Recovery of Defaulted Student Loans (Excl. Veterans)	<input type="checkbox"/> 345 Marine Product Liability	<input type="checkbox"/> 660 Occupational Safety/Health	SOCIAL SECURITY	<input type="checkbox"/> 810 Selective Service
<input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits	<input type="checkbox"/> 350 Motor Vehicle	<input type="checkbox"/> 690 Other	<input type="checkbox"/> 861 HIA (1 395ff)	<input type="checkbox"/> 850 Securities/Com mod ities/ Exchange
<input type="checkbox"/> 160 Stockholders' Suits	<input type="checkbox"/> 355 Motor Vehicle Product Liability	LABOR	<input type="checkbox"/> 862 Black Lung (923)	<input type="checkbox"/> 875 Customer Challenge 12 LISC 3410
<input type="checkbox"/> 190 Other Contract	<input type="checkbox"/> 360 Other Personal Injury	<input type="checkbox"/> 710 Fair Labor Standards Act	<input type="checkbox"/> 863 DIWC/DIWW (405(g))	<input type="checkbox"/> 891 Agricultural Acts
<input type="checkbox"/> 195 Contract Product Liability	PERSONAL PROPERTY	<input type="checkbox"/> 720 Labor/Mgmt. Relations	<input type="checkbox"/> 864 SSID Title XVI	<input type="checkbox"/> 892 Economic Stabilization Act
	<input type="checkbox"/> 362 Personal Injury-Med. Malpractice	<input type="checkbox"/> 730 Labor/Mgmt. Reporting & Disclosure Act	<input type="checkbox"/> 865 RSI (405(g))	<input type="checkbox"/> 893 Environmental Matters
	<input type="checkbox"/> 365 Personal InVry - Product Liability	<input type="checkbox"/> 740 Railway Labor Act	FEDERAL TAX SUITS	<input type="checkbox"/> 894 Energy Allocation Act
	<input type="checkbox"/> 368 Asbestos Personal Injury Product Liability	<input type="checkbox"/> 790 Other Labor Litigation	<input type="checkbox"/> 870 Taxes (U.S. Plaintiff or Defendant)	<input type="checkbox"/> 895 Freedom of Information Act
	<input type="checkbox"/> 370 Other Fraud	<input type="checkbox"/> 791 Empl. Ret. Inc. Security Act	<input type="checkbox"/> 871 IRS-Third Party 26 USC 7609	<input type="checkbox"/> 900 Appeal of Fee Determination Under Equal Access to Justice
	<input type="checkbox"/> 371 Truth in Lending			<input type="checkbox"/> 950 Constitutionality of State Statutes
	<input type="checkbox"/> 380 Other Personal Property Damage			<input type="checkbox"/> 890 Other Statutory Actions
	<input type="checkbox"/> 385 Property Damage Product Liability			
REAL PROPERTY	CIVIL RIGHTS	PRISONER PETITIONS		
<input type="checkbox"/> 210 Land Condemnation	<input type="checkbox"/> 441 Voting	<input type="checkbox"/> 510 Motions to Vacate Sentence		
<input type="checkbox"/> 220 Foreclosure	<input type="checkbox"/> 442 Employment	Habeas Corpus:		
<input type="checkbox"/> 230 Rent Lease & Ejectment	<input type="checkbox"/> 443 Housing/ Accommodations	<input type="checkbox"/> 530 General		
<input type="checkbox"/> 240 Torts to Land	<input type="checkbox"/> 444 Welfare	<input type="checkbox"/> 535 Death Penalty		
<input type="checkbox"/> 245 Tort Product Liability	<input type="checkbox"/> 440 Other Civil Rights	<input type="checkbox"/> 540 Mandamus & Other		
<input type="checkbox"/> 290 All Other Real Property		<input type="checkbox"/> 550 Civil Rights		
		<input type="checkbox"/> 555 Prison Condition		

V. ORIGIN

(PLACE AN "X" IN ONE BOX ONLY)

- ☐ 1 Original Proceeding ☐ 2 Removed from State Court ☐ 3 Remanded from Appellate Court ☐ 4 Reinstated or Reopened ☐ 5 Transferred from another district (specify) _____ ☐ 6 Multi district Litigation ☐ 7 Appeal to District Judge from Magistrate

V1. CAUSE OF ACTION (Cite the U.S. Civil Statute under which you are filing and write brief statement of cause. Do not cite jurisdictional statutes unless diversity.)**VII. REQUESTED IN COMPLAINT:**☐ CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23

\$ DEMAND _____

CHECK YES only if demanded in complaint:

JURY DEMAND: ☐ Yes ☐ No**VIII. RELATED CASE(S) IF ANY** (See instructions): _____

JUDGE _____

DOCKET NUMBER _____

DATE _____

SIGNATURE OF ATTORNEY OF RECORD _____

PURSUANT TO LOCAL RULE 83.11

1. Is this a case that has been previously dismissed?

☐ Yes

☐ No

If yes, give the following information:

Court: _____

Case No.: _____

Judge: _____

2. Other than stated above, are there any pending or previously discontinued or dismissed companion cases in this or any other court, including state court? (Companion cases are matters in which it appears substantially similar evidence will be offered or the same or related parties are present and the cases arise out of the same transaction or occurrence.)

☐ Yes

☐ No

If yes, give the following information:

Court: _____

Case No.: _____

Judge: _____

Notes :

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

Plaintiff

V.

Defendant

APPLICATION TO PROCEED
WITHOUT PREPAYMENT OF
FEES AND AFFIDAVIT

CASE NUMBER:

I, _____ declare that I am the (check appropriate box)
petitioner/plaintiff/movant ☐ other ☐

in the above-entitled proceeding; that in support of my request to proceed without prepayment of fees or costs under 28 USC §1 915 1 declare that I am unable to pay the costs of these proceedings and that I am entitled to the relief sought in the complaint/petition/motion.

In support of this application, I answer the following questions under penalty of perjury:

1. **Are you currently incarcerated?** ☐ Yes ☐ No (If "No," go to Part 2)

If "Yes," state the place of your incarceration _____

Are you employed at the institution? _____ Do you receive any payment from the institution? _____

Attach a ledger sheet from the institution(s) of your incarceration showing at least the past six months' transactions.

2. **Are you currently employed?** ☐ Yes ☐ No

a. If the answer is "Yes," state the amount of your take-home salary or wages and pay period and give the name and address of your employer.

b. If the answer is "No," state the date of your last employment, the amount of your take-home salary or wages and pay period and the name and address of your last employer.

3. **In the past 12 twelve months have you received any money from any of the following sources?**

- | | | |
|---|------------------------------|-----------------------------|
| a. Business, profession or other self-employment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Rent payments, interest or dividends | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Pensions, annuities or life insurance payments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Disability or workers compensation payments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Gifts or inheritances | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Any other sources | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of the above is "Yes," describe, on the following page, each source of money and state the amount received and what you expect you will continue to receive.

4. Do you have any cash or checking or savings accounts? ☐ Yes ☐ No

If "Yes," state the total amount. _____

5. Do you own any real estate, stocks, bonds, securities, other financial instruments, automobiles or any other thing of value? ☐ Yes ☐ No

If "Yes," describe the property and state its value.

6. List the persons who are dependent on you for support, state your relationship to each person and indicate how much you contribute to their support.

I declare under penalty of perjury that the above information is true and correct.

Date

Signature of Applicant

NOTICE TO PRISONERS: A Prisoner seeking to proceed without prepayment of fees shall submit an affidavit stating all assets. In addition, a prisoner must attach a statement certified by the appropriate institutional officer showing all receipts, expenditures, and balances during the last six months in your institutional accounts. If you have multiple accounts, perhaps because you have been in multiple institutions, attach one certified statement of each account.

United States District Court Eastern District of Michigan



Summons in a Civil Action and Return of Service Form

Plaintiff(s) Name

Plaintiffs attorney, address and telephone:

Case Number and Judge Assignment (to be supplied by the Court)

Defendant(s) Name

VS.

Name and address of defendant being served:

To the defendant

This summons is notification that YOU ARE BEING SUED by the above named plaintiff(s).

1. You are required to serve upon the plaintiff's attorney, name and address above, an answer to the complaint within _____ days after receiving this summons, or take other actions that are permitted by the Federal Rules of Civil Procedure.
2. You must file the original and one copy of your answer within the time limits specified above with the Clerk of Court.
3. Failure to answer or take other action permitted by the Federal Rules of Civil Procedure may result in the issuance of a judgment by default against you for the relief demanded in the complaint.

David J. Weaver
Clerk of the Court

By: _____
Deputy Clerk

Date of issuance

RETURN OF SERVICE

A copy of the summons and complaint has been served upon the defendant in the manner indicated below:

Name of Defendant served: _____

Date of service: _____

Method of Service

☐ Personally served at this address: _____

☐ Left copies at the defendant's usual
place of abode with (name of person): _____

At this address: _____

☐ Other (please specify): _____

Service fees: Travel \$ _____ Service \$ _____ Total \$ _____

I declare under the penalty of perjury that the information contained in this Return of Service is true.

Date

Signature of server

Server's printed name

Server's address